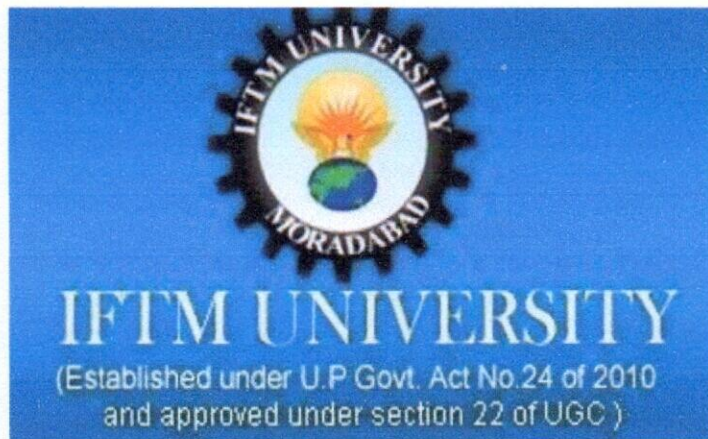


**IFTM University, Moradabad**  
**School of Computer Science & Applications**

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## **VALUE ADDED COURSES (VAC)**



**IFTM UNIVERSITY**

**N.H.-24, Lodhipur Rajput, Delhi Road, Moradabad, Uttar Pradesh-244001**  
**Website: [www.iftmuniversity.ac.in](http://www.iftmuniversity.ac.in)**

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**IFTM University, Moradabad**  
**School of Computer Science & Applications**

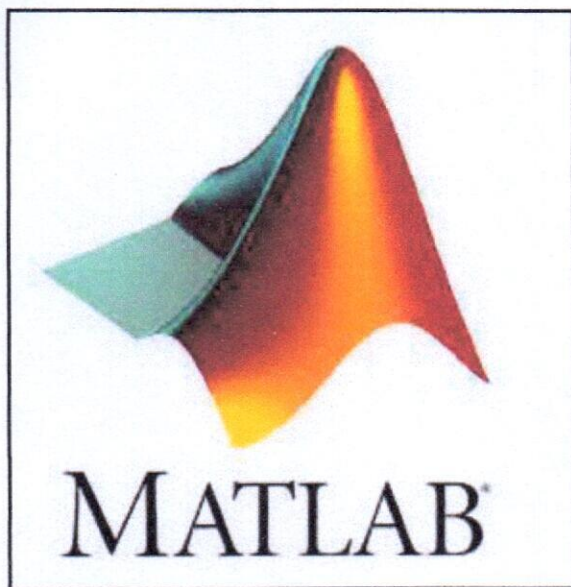
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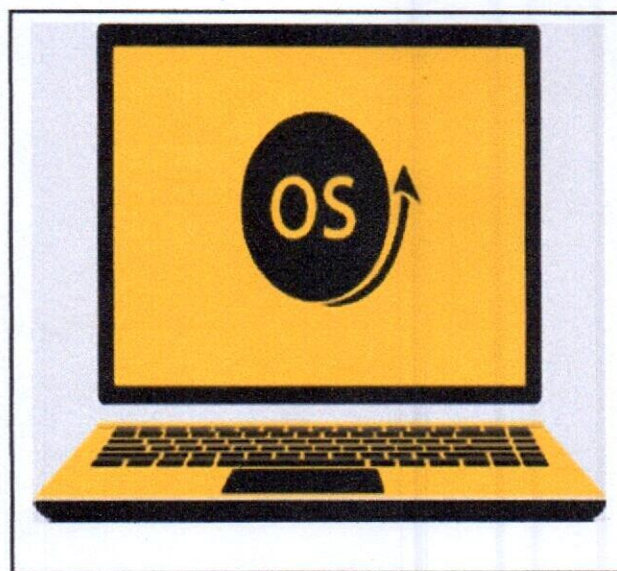
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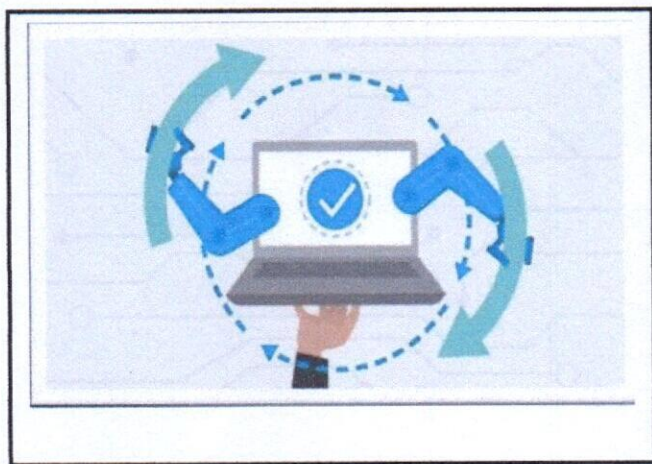
## VALUEADDED COURSES (VAC)



*MATLAB Basics*



*BASICS OF LAPTOP MAINTANANCE  
AND OS INSTALLATION*



*Office Automation Tools & Techniques*



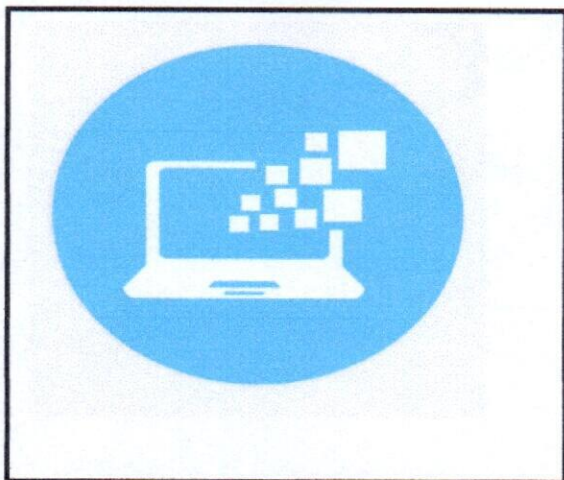
*Big Data*

*Sanjeev Bhowmik*

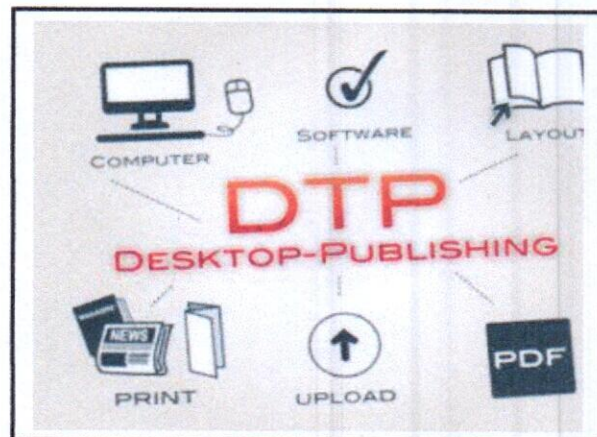
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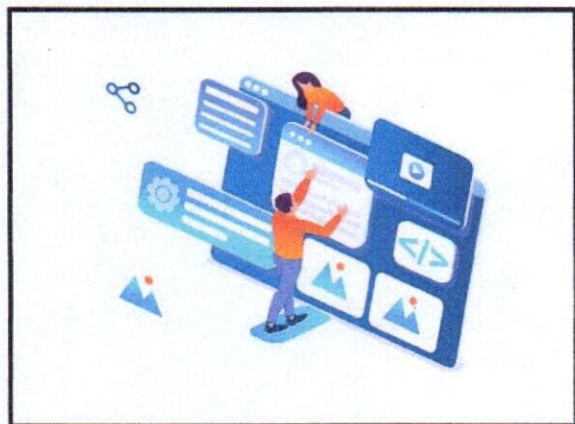
IFTM University, Moradabad  
School of Computer Science & Applications



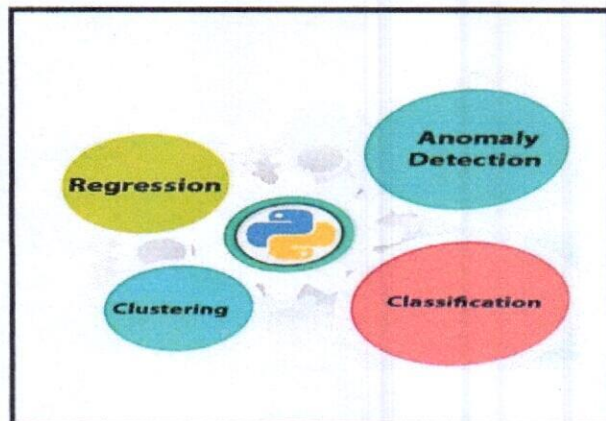
*Computer Proficiency*



*Desktop Publishing*



*Latest Web Application Development Techniques*



*Basic Concept of Machine Learning using Python*

*Sanjeev Dhanraj*

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**Available Courses:** There are various kinds of certificate courses available for undergraduate to graduate students. The students have the option to choose the courses according to their interests and inclinations. The value-added course offered in the form of training programs/ modules and are as follows:

1. **MATLAB BASICS:** MATLAB is a software package for carrying out numerical computations and analyses. It uses blocks of data called matrices (MATLAB stands for matrix laboratory). MATLAB is probably the most used scientific and engineering numerical software. (for program details see **Annexure 'A'**) (VACS01)
2. **BASICS OF LAPTOP MAINTANANCE AND OS INSTALLATION:** Important for aspiring computer techs to understand everything from computer components, installation of Operating System, configuration. fixing laptop hardware and troubleshooting etc. (for program details see **Annexure 'B'**) (VACS02)
3. **Office Automation Tools & Techniques:** This subject aims to cover the handling of whole field of word processing. It also involves various tasks, such as organizing customer data or creating reports. It enables people with lower skill levels to perform higher-level tasks. In Today's commercial world, automation helps the users with a sophisticated set of commands to format, edit, and print text documents. It is used as valuable and important tools in the creation of application such as newsletters, brochures, charts, presentation, documents, drawings and other graphic images. This will make the students proficient in office automation applications. (for program details see **Annexure 'C'**) (VACS03)
4. **Big Data:** This subject aims to cover the handling of large amount of data i.e Big Data. With this technology an organization or individual can obtain, store, transform and analyze large amounts of data to solve specific problems. Big data is a combination of structured, semi-structured and unstructured data collected by organizations that can be mined for information and used in machine learning projects, predictive modeling and other advanced analytics applications. Systems that process and store big data have become a common component of data management architectures in organizations, combined with tools that support big data analytics uses. Big Data allows organizations to detect trends, and spot patterns that can be used for future benefit. It can help to detect which customers are likely to buy products, or help to optimize marketing campaigns by identifying which advertisement strategies have the highest return on investment. (for program details see **Annexure 'D'**) (VACS04)
5. **Computer Proficiency:** This subject aims to cover the basic computer knowledge. It involves how computer work and how to use them. It enables people with lower skill levels to perform higher-level tasks. With technology becoming more prevalent in the workspace, it is important to have a solid foundation of computer skills. Knowing about the different types of computer skills can help you understand what skills you might require in your field. (for program details see **Annexure 'E'**) (VACS05)



6. **Desktop Publishing:** This subject aims to create documents like leaflets, brochures and newsletters. Desktop publishing is also the main reference for digital typography. This technology allows individuals, businesses, and other organizations to self-publish a wide variety of content, from menus to magazines to books, without the expense of commercial printing. Today, thanks to better devices, faster internet connections and cloud solutions basically everyone can use desktop publishing technology. (for program details see **Annexure 'F'**) (VACS06)
7. **Basic Concept of Machine Learning using Python:** Machine Learning with Python course focuses on giving students a serious head-start and practical approach on building deployable machine learning models by offering an in-depth understanding of the major types of machine learning algorithms, comprising of supervised, unsupervised, and reinforcement learning using the most widely used programming language. (for program details see **Annexure 'G'**) (VACS07)
8. **Latest Web Application Development Techniques:** Students will gain the skills and project-based experience needed for entry into web design and development careers. Students will be able to use a variety of strategies and tools to create websites. Students will develop awareness and appreciation of the myriad ways that people access the web and will be able to create standards-based websites that are accessible and usable by a full spectrum of users. (for program details see **Annexure 'H'**) (VACS08)

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## **Guidelines for Value-Added courses**

### **Preamble**

### **Introduction**

Value-Added courses are part of the curriculum designed to provide necessary skills to increase the employability quotient and equipping the students with essential skills to succeed in life. It is important for higher education institutions to supplement the curriculum to make students better prepared to meet industry demands as well as develop their own interests and aptitudes. School of Computer Science & Applications, IFTM University offers a wide variety of short-term certificate courses which are conducted after class hours or during semester breaks. These courses are conducted by professionals and industry experts that help students stand apart from the rest, in the job market, by adding further value to their resume.

### **Objectives**

The Value-Added Courses (VAC) main objective is to equip the students in current technologies and also to reduce the gap between academic and industry.

- To provide students an understanding of the latest technologies.
- To improve employability skills of computer science students.
- To bridge the skill gaps and make students corporate ready.
- To provide an opportunity to students develop their inter-disciplinary skills.
- To mould students as job providers rather than job seekers

### **Why choose this program / these programs?**

It is a school-oriented training program, designed to competently prepare students in the finer aspects to make a suitable entry into the corporate world. Fresh graduates are moulded to analytically think and skillfully communicate, which in turn transforms them into perfect candidates with a skill set that matches the expectation of any Organization.

### **General Guidelines for conducting value added courses:**

1. The students are advised to read the guidelines very carefully before proceeding.
2. Value Added Course is not mandatory to qualify for any program.
3. It is a teacher assisted learning course open to all students without any additional fee.
4. Classes for VAC will be conducted during the RESERVED Time Slot in a week or beyond the regular class hours.
5. The value-added courses may be also conducted during weekends / vacation period.

*Sanjay Dharwal*  
**Registrar**  
IFTM University  
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6. The students may be allowed to take value added courses offered by other departments after obtaining permission from HoD of the Department offering the course.
7. The courses are open for all the students of Undergraduate and Post-Graduate Courses of the school.
8. The interested students are free to register in more than one Course.
9. Interested students are required to fill the registration form and the admission for a course will be done on first come first serve basis.
10. On the commencement of the course, it is mandatory for the students to attend all the classes pertaining to the course.
11. The students will not be eligible for certificate if the attendance in the opted course is less than 80%.
12. The assessment includes 50 marks for assignments & quiz test and 50 marks for final assessment.
13. The certificate shall be provided by the University to the students upon successful completion of the course.

#### **Duration and Venue**

The duration of value-added course should not be less than 30 hours.

The Head of the respective Faculty shall provide class room/s based on the number of students/batches. VAC shall be conducted in the respective Faculty itself.

#### **Procedure for Registration:**

The list of Value-Added Courses shall be displayed in the University Website along with the syllabus. A student shall register for a Value-Added Course offered during the semester by submitting the duly filled in registration form (Offline/Online). The Head of the Department shall segregate according to the choice opted and send it to the Director offering the Value-added Courses.

#### **Attendance**

Each faculty handling a course shall be responsible for the maintenance of Attendance and Assessment Record for candidates who have registered for the course.

- The Record shall contain details of the students' attendance, marks obtained in the Internal Assessment Tests.
- Assignments, Seminars, etc. conducted.
- The record shall be submitted to the Head of the Department once a month for monitoring the attendance and syllabus coverage.
- At the end of the semester, the record shall be duly signed by the Course Instructor and the Head of the Department and placed in safe custody for any future verification.

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**Registrar**  
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- Each student shall have a minimum of 75% attendance in all the courses of the particular semester failing which he or she will not be permitted to write the End-Semester Examination.
- Relaxation of attendance requirement up to 10% may be granted for valid reasons such as illness, representing the University in extracurricular activities and participation in NCC.

#### **Passing Requirement and Grading**

- The passing requirement for value added courses shall be 40% of the marks prescribed for the course.
- A candidate who has not secured a minimum of 40% of marks in a course (internal and end-term) shall reappear for the course in the next semester/year.
- The grades obtained in VACs will not be included for calculating the CGPA.

#### **Course Completion**

- Learners will get a certificate after they have registered for, written the exam and successfully passed.
- The students who have successfully completed the Value-Added Course shall be issued with a Certificate duly signed by the Authorized signatories.

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